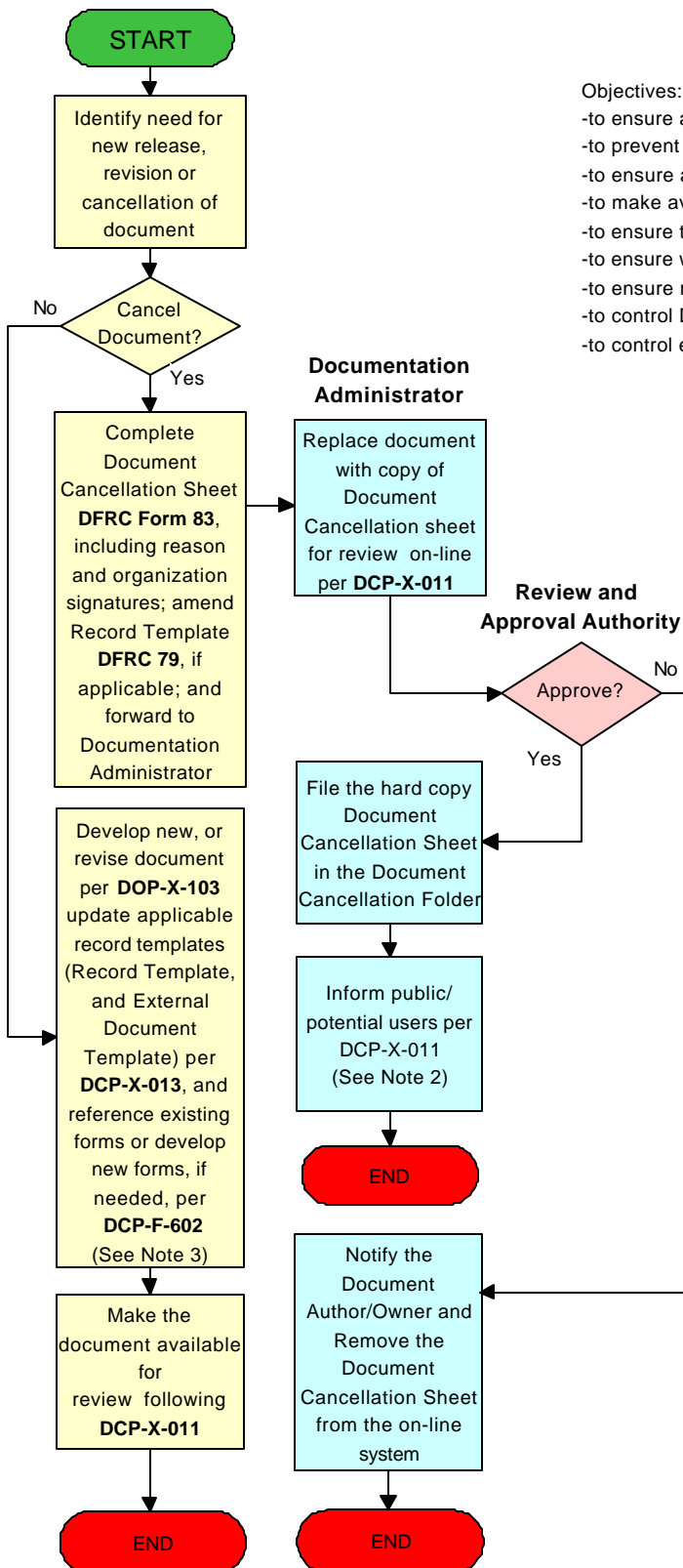


## Objectives:

- to ensure all documents are reviewed and approved prior to release
- to prevent inadvertent use of superseded documentation
- to ensure all documentation contains the necessary control elements
- to make available current documentation to potential users
- to ensure the documentation master list remains current
- to ensure web site links to controlled documents remain current
- to ensure retainers of obsolete documents annotate them to avoid inadvertent use
- to control DFRC Documentation through the procedures listed in Note 1
- to control external documents (see Note 4)

Electronically Approved by:  
Assistant Director for  
Management Systems

**Note 1:**

DFRC Documentation is controlled through the following procedures:

- DCP-X-007 Dryden Management System Manual (DMSM), Dryden Organizational Manual (DOM), Dryden Organizational Chapters (DOC), Dryden Centerwide Procedures (DCP), Dryden Organizational Procedures (DOP), Dryden Equipment Instructions (DEI), Dryden Handbook (DHB) & Center Implementation Plan (CIP)
- DCP-F-600 New Dryden Policy Directives (DPD)
- DCP-F-602 Dryden Forms
- DCP-F-611 Existing Dryden Policy Directives (DPD)

**Note 2****Document Author/Owner responsibilities:**

- Notify all affected document users
- Instruct holders of hard copies to destroy hard copies

**Document User responsibilities:**

- Annotate obsolete document with user instruction if the document will be retained for future use. For example, "Obsolete document, retained for use with ERAST Project only" then removed from use and filed at a location away from current-use documents.

**Documents not required shall be destroyed.**

Document users shall be responsible for maintaining the completeness of any documents used and for ensuring that the latest or appropriate copy is available for use. The use of online electronic versions of documents is encouraged whenever possible to eliminate the need to manage printed copies.

**Note 3****Document Owner**

- If making a revision, obtain the official document from the Management System Support Office to work from

**Note 4****DOCUMENTS OF EXTERNAL ORIGIN**

- External documents not generated at DFRC by NASA, used to perform work; for example, Standards, Codes, MIL Specs, NMIs, NHBs, NPGs, NPDs regulatory documents, technical orders & directives shall be recorded on a master list (DFRC 82), listing the document title, its number and its Authoritative Source, (e.g., Library, ASQC, NASA HQ, Document Control Office, Project Manager) for each Code or Branch and the List retained/maintained in the Code by a documentation nominee.
- External documents used in conjunction with a process are normally referenced by that process procedure.
- External documents which are used purely for reference purposes shall be suitably identified as such.

Check the list at <http://www.dfrc.nasa.gov/Business/DMS/index.html>.

VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE.

PRINTED DOCUMENTS ARE FOR REFERENCE ONLY.

## DOCUMENT HISTORY PAGE

This page is for informational purposes and does  
not need to be retained with the document.

<u>DATE APPROVED</u>	<u>ISSUE</u>	<u>PAGE</u>	<u>AMENDMENT DETAILS</u>
<u>1/8/99</u>	<u>Baseline</u>		
<u>2/2/99</u>	<u>Rev A</u>	<u>All</u>	<u>Objectives revised, "Approved by" in signature block changed to "Electronically Approved by", two notes were added and the existing notes were revised, Document Cancellation Sheet Form number corrected.</u>
<u>3/17/99</u>	<u>Rev B</u>	<u>All</u>	<u>Note 1 revised, added DHB and DIP to DCP-X-007, and reformatted the note to make changes fit. Modified this Document History Page.</u>
<u>3/26/99</u>	<u>Rev C</u>	<u>All</u>	<u>Modified Note 1, 2 and 4, changed "Documentation Manager" to "Documentation Administrator", modified third block of "Document Author/Owner" and first block of "Documentation Administrator". Moved responsibility for informing potential users of canceled document(s) from "Document Author/Owner" to "Documentation Administrator".</u>
<u>5/28/99</u>	<u>Rev D</u>	<u>All</u>	<u>Title change from "Document Control" to "Dryden Management System Document Control", added reference to DCP-F-611 to Note 1, modified block 2 of "Documentation Administrator" and block 4 of "Document Author/Owner".</u>
<u>7/14/00</u>	<u>Rev E</u>	<u>All</u>	<u>Modified block 4 under Document Author/Owner; Modified Note 1; Modified the last block under Document Administrator.</u>
<u>06/05/02</u>	<u>Rev F</u>	<u>All</u>	<u>Modified how documents are removed from system after cancellation.</u>
<u>11/04/02</u>	<u>Rev F</u>	<u>Page 1</u>	<u>Corrected inaccurate reference to DCP-X-103 to read DOP-X-103. (Administrative change.)</u>

Check the list at <http://www.dfrc.nasa.gov/Business/DMS/index.html>.  
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